

Monticello Montessori

Volunteer Application and Information Packet

Applicant Name: _____ Date: _____

Classrooms willing to serve: _____

Monticello Montessori Charter School

COMMUNITY RELATIONS

4600

Volunteer Assistance

The Charter School recognizes the valuable contribution made to the total school program through the volunteer assistance of parents and other citizens. In working with volunteers, school staff shall clearly explain the volunteer's responsibility in school, on the playground and on field trips. On field trips both students and volunteers are to be informed of the rules of student behavior and the means by which they are to be held accountable to those rules.

Definition of Volunteer

Volunteers are persons who assist in school or school programs. Volunteers are encouraged to use their time and effort to support school and school programs.

A volunteer shall be an individual who:

- o Has not entered into an express or implied compensation agreement with the Charter School;
- o Is excluded from the definition of "employee" under appropriate state and federal statutes;
- o May be paid expenses, reasonable benefits, and/or nominal fees in some situations; and
- o Is not employed by the Charter School in the same or similar capacity for which he/she is volunteering.

Volunteers who have unsupervised access to children are subject to the Charter School's policy mandating background checks.

The Principal or designee shall be responsible for developing and implementing procedures for the utilization of volunteers. The procedures will facilitate effective communication with persons who volunteer. The selection and use of volunteers will be consistent with the procedures outlined in 4600P.

The final decision to accept or reject a volunteer applicant rests exclusively with the principal and/or volunteer coordinator.

Policy History:

Adopted on: 8/4/2010

Revised on:

Monticello Montessori Charter School

COMMUNITY RELATIONS

4600P

Volunteer Assistance Procedures

The Charter School supports and encourages volunteers in our school. Volunteers work in cooperation with the Charter School to help meet the needs of children and the Charter School staff. The final decision to accept or reject a volunteer applicant rests exclusively with the Principal and/or volunteer coordinator. The following procedural guidelines are set with regard to volunteers.

Qualifications and Requirements

The qualifications and requirements of a volunteer include:

1. Being a community member of good standing and possessing an aptitude for and interest in working with students and teachers;
2. Being dependable and of appropriate character to work with students and teachers;
3. Completing a Criminal History Records Check. All volunteers must complete a Criminal History Records Check supplied by the Charter School prior to service and will be subject to a background check. Any volunteer applicant who does not disclose his or her criminal background will not be eligible for service;
4. Reading the Charter School's policy and procedure regarding volunteers; and
5. Completing a Volunteer Application provided by the Charter School.

Fair Labor Standards Act, Section 3(e) of the Fair Labor Standards Act, 29 U.S.C. § 203(e)(4)(A), provides that individuals performing volunteer services for units of state and local governments will not be regarded as "employees" under the statute if several criteria are met:

1. The employee must perform the voluntary service without promise, expectation, or receipt of compensation for services rendered;
2. Individuals will be considered volunteers only where their services are offered freely and without pressure, direct or implied, from any employer; and
3. The individual may not be employed by the same school Charter School to perform the same type of services as those for which the individual proposes to volunteer.

Additional Requirements

1. Any volunteer who falsifies information on his or her application will not be eligible for service;
2. Volunteers will work with students in areas designated by school staff;

Selection and Placement of Volunteers

Placement of volunteers shall be the responsibility of the Principal who shall base placement decisions on data regarding staff needs. Volunteers shall not correct or make decisions regarding students or other personnel. No volunteer shall be placed unless a need has been identified and approved by the Principal.

Supervision

All volunteers shall provide assistance only under the direct supervision of a member of the professional administrative and teaching staff. Volunteers who assist in the Charter School on a scheduled and/or continuing basis shall be provided with a written task description detailing responsibilities and expectations, as well as specific qualifications that may be required.

Volunteers who jeopardize the security or safety of a facility or office may be denied access to the Charter School. Additionally, volunteers who are inappropriately dressed may be denied access to the Charter School.

If a volunteer is injured while on school premises or providing volunteer services, he or she will report this injury to the Principal as soon as reasonably possible.

Relationship Between Schools and Volunteers

When arriving at the Charter School during regular school hours, volunteers will sign in and be issued a badge.

Charter School staff will be courteous to volunteers and show respect for their contributions. Likewise, volunteers will be expected to extend courtesy and respect to the Charter School staff. Any issues that may arise will be referred to the volunteer coordinator or Principal as appropriate.

All volunteers working in schools will be under the direct supervision of an accountable member of the Charter School's staff. Periodic assessments should be made to ensure volunteers are working productively with students.

Orientation and Training

The Principal or designee shall develop orientation materials to be provided to all volunteers who have contact with students on a regularly scheduled or continuing basis. These materials shall include, but not be limited to, pertinent policies and safety and emergency procedures. Volunteers shall be provided appropriate training consistent with their tasks and existing Charter School standards. This training shall be developed under the leadership of the Principal.

Monticello Montessori Charter School

COMMUNITY RELATIONS

4600F(1)

MONTICELLO MONTESSORI CHARTER SCHOOL

VOLUNTEER APPLICATION

Thank you for your interest in serving as a school volunteer. The application procedure helps us to provide the safest environment for our students. Prior to completing the volunteer application, it is required that you read the Charter School's policy regarding volunteers. A criminal history/ fingerprint check may be obtained. The school's volunteer coordinator will contact you upon the application process being completed.

Personal Information:

Last Name: _____

First Name: _____

Social Security
Number: _____

Date of Birth: _____

City of Birth: _____

State of Birth: _____

Gender: _____

Race: _____

Home phone: _____

Mobile Phone: _____

Home Address: _____

City: _____

State: _____ Zip: _____

2. If you have children attending the school, list the child's name, grade and teacher:

Child's First & Last Name: _____

Child's Grade: _____

Child's Teacher: _____

Child's First & Last Name: _____

Child's Grade: _____

Child's Teacher: _____

Child's First & Last Name: _____

Child's Grade: _____

Child's Teacher: _____

3. All volunteers will be oriented on the following:
 - A. Volunteer guidelines, policies, and procedures;
 - B. Expectations for creating positive school climate;
 - C. Safety and security issues;
 - D. Confidentiality: All communications are to be kept strictly confidential. Information about a student may be shared only with the teacher, Principal, or guidance counselor of the Charter School;
 - E. Transportation;
 - F. Dress code;
 - G. Sexual harassment; and
 - H. Blood borne pathogens
4. Volunteer training dates will be posted at the Charter School office or on the Charter School website; and
5. Beginning in October, the Charter School's volunteer coordinator will hold one training session at the Charter School office each month.

Termination

Although the Charter School is not limited to the reasons below, a volunteer can be terminated for the following:

1. Breach of confidentiality concerning student or other privileged information;
2. Unlawful conduct or breach of the Charter School rules and regulations;
3. Physical or emotional stress which incapacitates the volunteer;
4. Inability to cooperate and work effectively with site staff and students;
5. Activities that threaten the order or security of the site or the safety of the volunteer;
6. Erratic or unreliable attendance or behavior;
7. Unsatisfactory service;
8. Sexual misconduct;
9. Providing falsified information on the application;
10. Establishing inappropriate relationships with youth served; or
11. Criminal charges or conviction of a crime.

A volunteer may be asked to terminate his or her services when circumstances, in the judgment of the Principal, necessitate termination.

Procedure History:

Promulgated on: 10/15/2015

Revised on: 10/15/2015

Reviewed on: 10/15/2015

Volunteer Confidentiality

Volunteers may see student records whether they are doing data entry or not. To make sure volunteers know the importance of keeping records confidential, the Monticello Montessori Charter School requires all Volunteers to sign this Volunteer Code of Confidentiality.

Volunteer Code of Confidentiality

1. All student records should be considered confidential.
2. Records should be not be left in a place where they can be viewed by others.
3. Copies of records can only be shared with administrative approval.
4. Volunteers should not discuss or repeat information overheard while in the staff lounge or offices by teachers or administrators.
5. Volunteers should not discuss information obtained while in a classroom, such as a student's grade or behavior, with anyone other than the student's teacher.
6. Directory information, including student's and staff's name, address, telephone number, date and place of birth, student's photograph, participation in officially recognized activities and sports, weight and height of student members of athletic teams, dates of attendance and awards received, and previous educational agencies or institutions attended can only be shared with administrative approval.
7. Concerns or questions regarding student records of issues of confidentiality should be brought to the attention of the staff member that supervises the volunteer and the school administrator.
8. Any knowledge of a violation of this Code of Confidentiality should be immediately reported to the school administrator and the staff member who supervises the volunteer.

By signing, I acknowledge that I have read, understand, and will comply with the Volunteer Code of Confidentiality.

Date

Signature

Background Security Information:

To safeguard the children we serve, Monticello Montessori Charter School screens volunteer applicants. All information is confidential and will not be shared.

Yes No I will cooperate with the Monticello Montessori School District in obtaining fingerprint background check if necessary.

Yes No Have you ever been convicted of a felony? If yes, explain:

Yes No Have you ever committed any criminal offenses against a minor?

Yes No Have you ever been arrested, found guilty, entered a plea of no contest or had adjudication withheld in a criminal offense other than a minor traffic violation?

Statement of Understanding & Signature (Required):

I have read the district's policy and procedure regarding volunteers. I fully understand the policy and procedure and agree to abide by them.

I affirm that all of my responses are true, complete and corrects to the best of my knowledge and are made in good faith. In addition, I certify that I have reviewed the above criminal history information and responded truthfully. I understand that all involvement with students is restricted to approved school activities. In exchange for the benefit I receive from being allowed to volunteer within the school district I agree to indemnify Monticello Montessori Charter School from any and all responsibility of liability that they may incur as a result of volunteering my services to the district.

Signature

Name Printed

Date

Monticello Montessori

Parent Volunteer Do's and Don'ts

Thank you for volunteering at Monticello. Your time and efforts are very valuable. Your assistance helps our teachers have more time to individualize instruction so that all our students can know success. Here are a few volunteer do's and don'ts to help you know the best ways to assist.



Please Do:

- e Make prior arrangements with the teacher(s) you would like to volunteer for
- e Ask what the teacher most needs help with that you can do
- Log volunteer hours
- e Move and talk quietly so as to not disrupt the learning environment or any student's concentration
- Realize that focus and concentration by students is our #1 goal- do not disturb
- o Think of cooking projects, art projects, craft projects, and music activities you could work with your child's teacher to help present
- iii Volunteer to read with children, and help check papers
- iii Read aloud with your children at home
- o Get prior permission to be inside the classroom
- iii Check in at the office
- e Check your student out if you take her out of the building for lunch - only your own child can participate
- Re-check in when you change to a new classroom
- Help the teacher by working with other students in the class
- o Ask if there is any work you could do from home, if you prefer
- Gain an understanding of Montessori philosophy and methods- we can refer you to materials and resources



Please Don't:

- Plan to work with your own child
- Go to recess with the children - School staff are the only adults allowed on the playground during recess
- Disrupt a student who is concentrating on her work
- e Discipline students
- Express concerns about the classroom or students to anyone but the teacher or TA, or if necessary, the principal
- iii Explore the school or enter other rooms without prior permission and approval
- Interrupt a teacher who is giving a lesson or disrupt the educational environment

If You Plan to Visit

If you plan to visit please check in at the front office. You are welcome to visit any day that we are in school between the hours of 8:30 AM and 3:30 PM to view students through classroom viewing windows. If you would like to go into a classroom to observe, please make prior arrangements with the office in advance. If you would like to volunteer in a classroom, please contact the teacher ahead of time to schedule your time and activities.

Observation Guidelines

- o We will find you a place from which to observe.
- o Please feel free to ask for a Parent Observation form from the office to help you notice important information.
- o Please do not enter rooms or move about hallways without prior arrangements.
- o Do not interrupt working children or attempt to engage a student in conversation about their work.
- o If a child attempts to engage you in conversation, be polite, but direct them to return to their work.
- o The teacher may be able to answer brief questions. Some questions will likely need to be answered outside the classroom or at another time. Please do not interrupt instruction to address your concerns.
- o Please be discreet about what you observe and maintain confidentiality.

Classroom Volunteer Guidelines

- o Talk in a quiet voice.
- o Please do not help children with their work. We are trying to build independence. Your children may show you their work, but please resist the urge to assist or correct.
- o Do not use this opportunity to discuss your child with the teacher. Schedule an appointment before or after school.
- o Do not disturb children who are working.
- o Maintain confidentiality.
- o Please see our [Volunteer Do's and Don'ts](#) information under Volunteers in this section of the site.

Monticello Montessori Public Charter School

COMMUNITY RELATIONS

4140

Visitors to the Schools

While the Charter School encourages visits by Board members, parents and citizens to the Charter School building, all visitors are required to report to the administration or principal's office upon entering any school building.

All building administrators shall ensure that prominent notices are posted at each entrance requiring that all visitors must first report to the administrative office. This includes all parents, board members, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the district, salespersons, representatives of the news media, former students and any other visitors.

Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Conferences should be held outside school hours or during the teacher's conference/prep time.

Cross Reference: 4320
4420

Disruption of School Operations
Sex Offenders

Policy History:

Adopted on: 08/04/2010

Revised on: